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Class. Changed to: TS S C
Next Review Date: _____
Form: HM 70-3
Date: <u>22/1/79</u> By: <u>009</u>

DD/S  
56-2368

JUN 29 1956

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT:

[REDACTED] Proposal to Furnish  
Technical Advice and Plans to the Printing  
Services Division, OL, for Photographic  
Laboratory in New Agency Headquarters Building

1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph four. It has been the desire of the Printing Services Division to employ on a contract basis competent experts in the field of photography to make recommendations on plant layout and equipment for the photographic laboratories in the new headquarters building. To this end, negotiations have been carried on with the [REDACTED]

2. Negotiations to date have resulted in delineation of the problem and establishment of goals by phase as follows:

PHASE I

A preliminary survey of current facilities and operations. This survey is intended only to determine the overall scope of operations including current methods, equipment, personnel, production, space, and to point out any obvious problems. A thorough evaluation of methods and equipment leading to recommended changes to be covered in Phase II.

PHASE II

A thorough evaluation of and recommended changes in existing methods, systems, equipment, area allocations by operations and recommendations for use of new and anticipated products.

PHASE III

Recommendations including layouts or floor plans and specifications covering those construction materials, utilities, capacities and building details peculiar to photographic operations. Drawings will be only of such detail as required to assist the prime architect in his responsibility of making up the final construction plans and specifications.

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3. Phase I and II are to be provided by the contractor gratis.  
Phase III to be accomplished for a sum of \$15,084.00 and to be completed  
in 110 days. It is essential that Phase I and II be accomplished in  
order to adequately perform under Phase III.

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4. Attached is a letter of intent which has been forwarded to  
[REDACTED] It furnishes more detail on the three phases  
enumerated above. It is recommended that approval be granted to enter  
into a contract with the [REDACTED] for services mentioned  
in paragraph 2 and 3 above at a cost not to exceed \$15,084.00.

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[REDACTED]  
Acting Director of Logistics

The recommendation contained in  
paragraph 4 is approved:

JUN 30 1956  
Date

15/  
L. K. WHITE  
Deputy Director  
(Support)

Attachment:  
1. Letter of Intent

Distribution:

0 - OL 1 - Comp.  
2 - W/S *Churns & subject: LAC Bldg File*  
1 - OL Files *x - Contracts*  
1 - Signer *(u/d)*  
Approved For Release 2001/08/31 : CIA-RDP78-04718A000200090102-9  
OL/FED [REDACTED] 1237 (29 Jun 56)  
*1 - 77/5 reading*

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